

**PRIVATE SPECIAL EDUCATION SCHOOLS
ANNUAL APPLICATION FOR APPROVAL 2013-2014
REQUIRED DOCUMENTS CHECKLIST**

I. All Applicants

- A. Annual Application Form
 - 1. Statement of Assurances
 - 2. School Site Information
 - 3. Certified Staff Form
- B. Copy of School Administrator's Certification
- C. Copies of all Teacher Certifications
- D. Proof of Liability Insurance (Please note DBA name if different from corporate)
- E. North Central Accreditation (for Non-Special Education approval)
- F. Documentation of online submission of School Calendar for 2013-2014
(Online submission can occur only after a CTDS number has been assigned)

II. New Applicant or New Site (not previously approved)

- A. All in I
- B. Fire Marshal Inspection Report
- C. Curriculum Aligned to State Standards
- D. Special Education Policies and Procedures

III. Preschool

- A. All in I
- B. All in II if applicable
- C. Copy of DHS Day Care License
- D. Description of Service Delivery

IV. Residential Facilities

- A. All in I
- B. All in II if new facility
- C. Verification Copy of DES or DHS License